



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## FINANCE COMMITTEE

David Aznavoorian, Chairman  
Raymond Lisiecki, Vice Chair  
Damin Sutherby, Clerk  
Thomas L. Cooke  
Bruce Panilaitis  
Laurence Sanford  
Robert Kocsmiersky

### Meeting Minutes for March 20, 2014

#### 1) Call to Order

The meeting was called to order at 7:09 p.m. by Raymond Lisiecki, Vice Chairman, at the Pike House. Present were Thomas Cooke, Larry Sanford, Rob Kocsmiersky and Bruce Panilaitis. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

David Aznavoorian and Damin Sutherby were not in attendance.

#### 2) FY15 Department Budget Review

##### Water and Sewer Enterprise Funds

Present was Brian Gilbert, DPW Superintendant, and Lewis Zedina, Water Treatment Plant Operating Engineer.

Mr. Gilbert reviewed the proposed FY15 Water Treatment Plant budget and noted that there is an approximate increase of \$22,000 in salaries due to 2% salary increases and the cost for uniforms has been moved from operating into salaries. The operating budget has been level funded. There is an increase in leases and contracts for hauling and trucking as well as an increase in chemicals. The total increase in water filtration is approximately \$57,517.

Mr. Zedina noted that the amount of water being used in Tewksbury increases every year. Mr. Gilbert explained that the budget was previously based on gallons per year; currently it is based on budget cycles. Mr. Cooke requested an explanation of a "budget cycle" and Mr. Zedina explained that each fill is 14,000 gallons (one cycle) and every year there is a need for approximately 13 cycles. Discussion took place on how long a cycle is and Mr. Zedina explained that this would be based on how much water was being used; some cycles are 30 days and some are 3 months. Mr. Cooke noted that he is having difficulty fully understanding the cycles and will request additional information at a later date (the math on flow data of water use and water pumped through the plant needs to be reconciled). Mr. Gilbert advised that he will follow up with the committee with additional information on a cycle and the measurement of flow with chemical use and the math for a "budget cycle".

Mr. Cooke also noted that he has concerns with the gallons and chemical flow as being presented and explained that approximately 928,000,000 gallons is being budgeted for and the actual amount used is below that.

Mr. Cooke asked if the backflow inspections are still being contracted out and Mr. Montuori confirmed this. Mr. Zedina explained that the contracts are for a one year period and they are currently in a bidding period.

Mr. Sanford asked if the figures for capital improvements at the plant are known. Mr. Montuori explained that there will be an article at the fall town meeting requesting \$8M in upgrades at the plant. Mr. Sanford asked if there are any restrictions to the amount of water Tewksbury can use. Mr. Zedina explained that there is a Withdrawal Permit and Tewksbury is allowed to withdraw 7/10<sup>th</sup> of a million gallons a day, but are typically below this amount.

Mr. Panilaitis asked if pre storage tanks could be used to help use less chemicals and Mr. Zedina explained that storage tanks are only typically used for muddy water and they do whatever they can every year to mitigate the cost of chemicals.

Mr. Zedina offered the new members a tour of the water treatment plant.

Mr. Gilbert reviewed the FY15 water Distribution budget and noted that there is an increase in salaries and they have also budgeted for two part time summer helpers (one in water and one in sewer). The supervisor of 40 years recently retired. The total overall increase in Water Distribution is approximately \$20,447.

Mr. Sutherby asked if all of the meters have been replaced. Mr. Gilbert explained that all but 64 have been replaced; of the 64, 22 are iron services and the remaining 42 have been unresponsive. Discussion took place on iron meters. Mr. Montuori noted that he has considered offering a low to no interest program to those who cannot afford the cost. Mr. Cooke asked if meters are still being read and Mr. Montuori explained only the 64 that have not been replaced are being read.

Discussion took place on the master meters at Indian Ridge and Pheasant Hunt. Mr. Montuori explained that these are the only two condominiums that read the total and divide by the number of units; only one bill is received. This can only be done for condominiums and does not include rentals. Mr. Cooke asked who checks the calibration of the master meters and Mr. Gilbert noted that he would have to look into this.

Discussion took place on lost water and how this problem is being addressed. Mr. Montuori noted that most of the lost water has been accounted for.

Mr. Gilbert reviewed the FY15 sewer budget and noted that there is a slight increase in salaries and they have also budgeted for a part time seasonal help. There is also an increase in operating for Lowell Sewer.

Mr. Montuori explained that over the last year they have found many properties connected to the town sewer illegally. These property owners will be billed back 3 years.

Mr. Cooke asked if an increase in sewer rates is expected and Mr. Montuori confirmed this and noted that there will likely be a 13% increase in rates; however, this is still being worked on. Discussion took place on shifting some of the debt over to the tax levy.

**3) Town Manager and Finance Director Reports**

None

**4) Committee Member Matters of Interest**

Mr. Cooke asked about the warrant article for the Marshall House on Pleasant Street. Mr. Montuori explained that the article is requesting to use \$100,000 of CPA funds to put historic restrictions in place. The CPA and Historical Commission have been having difficulties determining what the restrictions should be. An appraisal of the property needs to be done; however, it cannot be done without the restrictions in place.

**5) Committee Member Reports**

There were none.

**6) Approval of Meeting Minutes**

There was no meeting minutes presented for approval.

**7) Future Proposed Meeting Dates**

Thursday, March 27, 2014	7:00 p.m. Tewksbury Police Headquarters
Thursday, April 3, 2014	7:00 p.m. Pike House
Thursday, April 10, 2014	7:00 p.m. Pike House
Wednesday, April 23, 2014	7:00 p.m. Pike House

**Adjourn.**

**MOTION:** Mr. Cooke made the motion to adjourn at 8:48 p.m.; seconded by Mr. Panilaitis and the motion carried 5-0.

**Approved: June 19, 2014**

**Documents Presented and/or Discussed  
March 20, 2014**

1) Town Manager's Recommended FY15 Budget

A copy can be found at the Finance Department or with the Town Manager